

**NOTICE OF REQUEST FOR PROPOSALS (RFP)**

**COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)**

**FISCAL YEAR 20-21**

**Summary of Project**

San Gabriel/Pomona Regional Center is soliciting proposals for the following CRDP contracted service:

**Service Type:** Acquisition and rehabilitation of 1 single family home to be developed as a Specialized Residential Facility (SRF)

**Project #:** SGPRC-20/21-4

**Census:** 4 individuals (per home)

**Posting Date**: March 31, 2021

**Deadline**: April 14, 2021 by 4 p.m. (no exceptions)

**Start-up Funds Available**: $300,000 in Acquisition and $250,000 in Rehabilitation

**Location:** To be determined (within the SG/PRC service area)

**Development Timeline:** The home should be acquired within 180 days of start-up contract being executed between SG/PRC and the selected Housing Development Organization (HDO). All money allocated towards this project should be spent by March 2023.

**PROJECT DESCRIPTION**

SG/PRC is seeking proposals for the acquisition and rehabilitation of one (1) single family home, which will be available with long-term leases for residential service providers selected and vendored by SG/PRC. Grant funds to acquire the home will be for a total of one (1) property. Acquisition of the property will be a collaborative effort between the HDO, the regional center and the vendor selected to operate the home. The acquired and renovated property will operate as a Specialized Residential Facility (SRF).

“Specialized Residential Facility (SRF)” means an adult residential facility licensed by the Department of Social Services that provides 24-hour nonmedical care to individuals with developmental disabilities . This SRF will serve individuals who require substance abuse intervention, and may also need mental health supports. This SRF shall have a maximum capacity of four consumers, with one non-ambulatory room and shall conform to Section 441.530(a)(1) of Title 42 of the Code of Federal Regulations. The Specialized Residential Facility shall be eligible for federal Medicaid home- and community-based services funding, unless the State Department of Developmental Services approves the use of delayed egress devices with secured perimeters to be utilized at the Specialized Residential Facility pursuant to Section 1531.15 of the Health and Safety Code.

To ensure that the home developed using CRDP funds is always available for use by individuals served by SG/PRC, real estate deed restriction or restrictive covenants are required for each property purchased with these funds by the HDO. These deed restrictions or restrictive covenants must place specific limitations on the use of the property.

Interested parties are invited to submit a proposal in accordance with the specifications contained in this Request for Proposals (RFP) to acquire one(1) property for long-term lease to a service provider(s) supporting individuals with developmental disabilities. Applicants will also be responsible for the long-term management of the property. The successful applicant for this award will acquire one property to be purchased and renovated to SG/PRC specifications and will be owned and maintained by the HDO for restricted use as housing for individuals served by SG/PRC. The successful bidder must be an HDO or have a component of their organization that does not provide direct services to any individuals with developmental disabilities.

Deed restrictions must specify the property will be held, and available for services to persons referred by SG/PRC in perpetuity from the date of purchase per the housing guidelines issued by the State of California, Department of Developmental Services (see Appendix 1). HDO’s may hold the properties as a non-profit or for-profit corporation, limited partnership, or a limited liability corporation.

Renovation of the property must be supervised by, and is the responsibility of, the HDO. Renovation plans must be developed for the HDO by a licensed architect and implemented by a licensed, bonded contractor, and the plans approved by SG/PRC prior to an application for construction permits. The property will be leased to a residential service provider who will provide care and supervision to the residents. The selected residential service provider as well as regional center staff will be available to the HDO/architect/building contractor for development team meetings and technical assistance regarding the needs of the individuals referred as well as the requirements of Community Care Licensing.

The property must be convertible to meet the standards for licensing by the Department of Social Services of the State of California, Community Care Licensing Division, as an Adult Residential Facility for ambulatory and a minimum of one non-ambulatory room. Property ownership and management will be separate and distinct from the provision of services and supports. The properties acquired for the SRF must be a single-story family home for no more than four adults. The home will be designed with a minimum of four (4) single occupancy bedrooms. **The property must be approved by SG/PRC and DDS in advance of purchase and located within the SG/PRC catchment area as indicated in Appendix 2** (attached).

Additional specifications for the prospective property is provided below:

* Private bedroom for each resident
* Large lot with significant space between neighboring homes
* A den or second common area preferred
* Space for Clinical Meetings
* Private Therapy Rooms
* Non-ligature fixtures and knobs
* Two or more bathrooms
* A fenced backyard
* Single-family homes suitable for ADA compliant exits and non-ambulatory clearance
* Ample parking (off-street, preferred) for staff and visitors
* Fire sprinklers as required by the fire department
* Minimal egress points with entry doors equipped with delayed egress devices
* Perimeter fencing (non-scalable)
* Reinforced interior walls (softened)
* Back-up power generator to power essential systems of the home, including delayed egress doors

**APPLICANT ELIGIBILITY**

The HDOs primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purposes of this project, the applicant can be a for profit housing organization, a registered NPO (or indicate the intent to create an NPO registered as an IRS 501 (c)(3) corporation), limited liability company, or limited partnership that will own the properties through the HDO as a managing general partner who receives and retains an Organization Clearance Certificate for the projects from the California Board of Equalization in order to be exempt from property taxes.

Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years, or have team members with at least 4 years of relevant experience, will be considered. Applicants must possess qualifications as specified in this RFP.

Proposals will be considered from affordable housing developers who retain development team members with documented experience in real estate purchase, financing and renovation. HDO’s must submit the resumes of the development team, a summary of past projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO organization and financial documentation, an implementation and financing plan, and a sample-reporting format must also be included.

The selected applicant may be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable start-up cost.

**APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for this HDO development award:

* The State of California, its officers or its employees;
* A regional center, its employees, and their immediate family members;
* Area Board members, their employees or their immediate family members;
* Any HDO with a conflict of interest in either board members or employees.

**SUBMISSION OF PROPOSAL**

Response to the Request for Proposals must be received by SG/PRC, no later than 4:00 p.m., April 14, 2021. No exceptions.

All interested Applicants must submit an original and two copies of the proposal by mail or in person to:

Cesar Lopez, Housing Specialist

San Gabriel/Pomona Regional Center

75 Rancho Camino Dr.

Pomona, CA 91766

An electronic version of the proposal must also be submitted to [resources@sgprc.org](mailto:resources@sgprc.org) and [clopez@sgprc.org](mailto:clopez@sgprc.org).

All inquiries regarding this Request for Proposal and any technical assistance requests should be directed via email to [resources@sgprc.org](mailto:resources@sgprc.org) and [clopez@sgprc.org](mailto:clopez@sgprc.org). Technical assistance is limited to information on the requirements for preparation of proposals.

**RFP TIMELINE**

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| March 31, 2021 | Request for proposal release |
| None (please reference RFP) | Applicants conference |
| April 14, 2021 | Deadline for receipt of proposals |
| April 15th to 22nd 2021 | Evaluation of proposals by selection committee |
| April 23, 2021 | Interviews with highest-ranking applicants, if applicable |
| April 27, 2021 | Notice of selection mailed to applicants |
| April 28, 2021 | Start-up contract signed |
| May 3, 2021 | Notification of project award posted on SG/PRC website |

Strict adherence to the deadlines above will be followed.

**SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be seated by SG/PRC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. After preliminary review and scoring, an interview with the finalists will be scheduled.

The final decision of the Proposal Review Committee is not subject to appeal. All applicants will receive notification of SG/PRC’s decision regarding their proposal. This Committee will review, score, rank and prioritize the proposals.

Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. To the right of each section is the maximum score than can be obtained. The review committee will use these criteria to rate your proposal. Acceptable proposals will be scored in the following areas:

Applicant Information 10 points

Housing Proposal Overview 30 points

Financial Section 20 points

HDO Documents 10 points

Proposed Schedule of Development 20 points

CPP Documents 10 points

Total 100 points

In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, ability to complete projects within budgeted amounts, and a track record consistent with established timelines for development).

**RESERVATION OF RIGHTS**

SG/PRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. SG/PRC may, at our sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. SG/PRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. SG/PRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of SG/PRC. It does not commit SG/PRC to award any grant.

**COSTS FOR PROPOSAL SUBMISSION**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

**FORMATTING REQUIREMENTS FOR THE PROPOSAL**

Applicants must adhere to the following formatting requirements when submitting the proposal application:

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* All submissions must be on white, standard size (8 ½” x 11”) paper, single-sided only, in hard-copy to Cesar Lopez, Housing Specialist at SG/PRC. Address provided below.
* Also, please send an electronic version to: [resources@sgprc.org](mailto:resources@sgprc.org) and [clopez@sgprc.org](mailto:clopez@sgprc.org).
* An email acknowledgement of each submission received will be sent to the applicant.
* Attachments/Forms must be type written. Include additional pages as needed. All proposals must be complete, typewritten, collated, and page numbered.
* Questionnaire must be type written in 12-point Times New Roman or Arial font.
* The “Application/Proposal Coversheet” (see Attachment – A) must be the first page of the proposal.
* As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.
* Fax copies will NOT be accepted.
* Submissions will NOT be returned.
* No proposals will be accepted after the deadline.

**INQUIRIES/REQUEST FOR ASSISTANCE (No Applicant’s Conference, Please Disregard)**

An Applicants Conference will be held on at SG/PRC, Conference Room 4, from 1 p.m. to 2 p.m. All interested parties are strongly encouraged to attend or to send a representative to this conference. During this session, the applicant will have the opportunity to ask questions about the proposed operation of the residential facility, as well as the application process.

Additional inquiries regarding the application or requesting technical assistance should be directed to:

San Gabriel/Pomona Regional Center

Attn: Cesar Lopez, Housing Specialist

75 Rancho Camino Dr.

Pomona, CA 91766

(909) 764-5457

[clopez@sgprc.org](mailto:clopez@sgprc.org)

Technical assistance is limited to information on the requirements for preparation of the application packet.

**SUBMISSION INSTRUCTIONS & APPLICATION**

Please use the following application to submit your proposal. For Sections 1-6 provide responses in the provided box. If you are providing additional information or attachments, please identify the attachment in the response and label the attachment with the Section number being responded to.

Please include all information requested below and submit your proposal in the same order. For additional guidance in writing your service summary, please refer to [DDS Housing Guidelines](http://www.dds.ca.gov/CPP/Index.cfm). Each proposal must be comprised of (3) complete sets of the following components:

**Proposal Content and Service Summary Content Guidelines**

* **Applicant Information (HDO Organization, Development Team, Financial Docs) – 10 pts**
* The contact information (name, address, email address and telephone number) of the proposed HDO applicant and whether applying as a non-profit corporation, a limited partnership, or a limited liability corporation.

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* State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.

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* Provide an organization chart and identify who will be responsible for the implementation and oversight of this project.

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* List of references and/or letters of reference relevant to experience and other qualifications required to complete this or similar projects. Applicants should be aware that SG/PRC will contact references and other sources to corroborate any of the information provided in the proposal.

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* List of all projects with other regional centers and the current status of each project. List needs to identify the project name, address, acquisition date and rehab completion date (certificate of occupancy date), original budget for acquisition and rehabilitation and additional funds secured to complete the project (if any). *Applicant may submit a separate attachment.*

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* Specify any past history of activities which have had a serious negative impact upon development projects, tenants or residents including, but not limited to: financial losses (e.g., foreclosure), or serious investigation or citation under the California Administrative Code, the Penal Code or Regulations of the State of California, or the laws of other states, or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract.

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* **Housing Proposal Overview – 30 pts**
* Describe the development and management experience of the HDO, any developer retained by the HDO and other development team members. Identify what entity will ultimately own the property.

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* Identify the type of housing to be developed for this project. Describe whether the project is for acquisition and renovation, or new construction. The type of housing being sought in this RFP is for the development of one (1) single family home into a Specialized Residential Facility (SRF).

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* Describe previous experience, if any, with new construction. Discuss considerations with doing new construction, including projected costs, permitting, land, etc.

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* Describe the design features (i.e. floor plan, number of bedrooms, egress, security, fire protection, etc.) of the proposed properties that supports the needs of the types of clients that the homes are being developed for. If the applicant is applying to develop this project, keep in mind the unique requirements for the SRF (which is to serve individuals with substance abuse issues and may/may not have mental health issues).

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* Describe the ideal neighborhood of the proposed property and the impact of the project on the surrounding community. Describe what the specific search criteria will be for the project. Location selection criteria must include consideration of local resources including transportation, access to generic services and the availability of supportive services and programs that are available for clients residing in the proposed development.

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* The applicant must indicate and confirm the requirement that all acquired properties must be equipped with fire sprinklers. Indicate your knowledge and understanding of the types of fire sprinklers required based on regulation, statute and any interpretations provided by the California State Fire Marshal. Please note that the project is expected to have delayed egress and locked secured perimeters.

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* Describe the on-going property management services provided by the applicant once the project is completed and the house has been turned over to the service provider for on-going services. Describe the process for accessing repair services for the home and the response time of property management staff upon receiving a request for service. Indicate what resources the applicant can dedicate to the home in the event an “immediate danger” ([Title 17, Section 56053 (a)(1)](https://govt.westlaw.com/calregs/Document/I6E47FBE0D60711DE88AEDDE29ED1DC0A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))) is identified so that the immediate danger can be corrected within 24 hours ([Title 17, Section 56053 (e)](https://govt.westlaw.com/calregs/Document/I6E47FBE0D60711DE88AEDDE29ED1DC0A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))).

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* **Financial Section** **– 20 pts**
* Describe how the HDO will maintain accounting, financial and other records related to the use of CRDP funding.

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* The applicant must acknowledge the requirement that a minimum down payment of 20% is required for housing acquisition.

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* Provide a detailed Estimated Sources and Uses of Funds for the project(s). Indicate that the Sources and Uses for Funds will need to be updated, as needed, at the following times:
* Upon the acquisition of the property (during the escrow period);
* Upon approval of the renovation bid/budget;
* Upon submission of a request to modify the approved Housing Approval;
* At reconciliation of CRDP funds upon completion of each project; and
* At any time requested by DDS.

*Applicant may submit a separate attachment.*

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* Outline the terms of the loan(s) and/or debt service (mortgage). If long-term funding is a mortgage loan, include proposed loan terms and the going mortgage rate that the applicant can secure. Acknowledge that mortgage loans shall not exceed a 15-year term unless approved by DDS.

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* Provide a 15-year pro forma operations budget that demonstrates the project's financial feasibility along with anticipated lease payment as follows:
* Anticipates income from all sources to be used to fund and operate the project to completion.
* Accounts for required replacement or maintenance reserve funds.
* Estimates total amount of debt service (e.g. mortgage payment), property taxes, property insurance, and property management expenses (if applicable).
* Details the process and management of application for property tax exemption and payment of property taxes as required by the city, county or local municipality.
* Demonstrates ongoing pro forma of costs and lease terms that support financial sustainability.

*Applicant may submit a separate attachment.*

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* **HDO Documents – 10 pts**
* Provide a description of the development and management experience of the HDO, and any person, agency, business, and/or organization retained by the HDO and other development team members (e.g. developer, architect, accountant, consultants, etc.). Include resumes, a description of the financial ability to complete the project, a summary of past projects similar to the ones in this RFP, and a narrative of proposed property ownership from acquisition to conversion to permanent financing.

*Applicant may submit a separate attachment.*

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* Provide the following HDO documents including but not limited to:

*Applicant must submit separate attachments of each of the documents identified below.*

* For Non-Profit Corporations

A regional center vendor approval letter, pursuant to Title 17, California Code of Regulations (CCR), Section 54322 (d).

Internal Revenue Service approval of 501 (c)(3) status.

Articles of Incorporation demonstrating that the organization's mission includes the development and management of housing for regional center clients.

By-laws of the corporation.

A list of current officers and Board of Directors.

A current, within 240 days of proposal submission, Certificate of Status of Good Standing with the California Secretary of State.

A corporate resolution authorizing the execution of documents by the designated signatory of the HDO.

An executed Conflict of Interest Statement (Appendix 1).

Provide three (3) years of audited financial statements with the most recent audit an unqualified audit opinion completed by a Certified Public Accountant using accepted accounting practices.

(If the HDO has responded to another RFP for Housing Acquisition and Rehabilitation, for SG/PRC within the last 12 months and has submitted the required audited financial statements, resubmission of these documents may not be required.)

Provide current, year-to-date financial statements of the HDO.

* For Limited Partnerships

A certificate of Limited Partnership (LP-1)

Amendment to Certificate of Limited Partnership (LP-2), if any.

Current Limited Partnership Agreement, as amended, which defines that the purpose is to develop and manage Affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the leadership and responsibilities of the LP.

Limited Partnership’s approval to acquire housing.

* For Limited Liability Companies (LLC’s)

Limited Liability Company Articles of Incorporation (LLC-1)

Limited Liability Company Certificate of Amendment (LLC-2), if any.

A fully executed operating agreement and all amendments which define that the purpose is to develop and manage affordable homes for individuals with special needs, including those with developmental disabilities, and identifies the corporate leadership and responsibilities of the LLC.

Limited Liability Companies approval to acquire housing

* **Proposed Schedule of Development/Implementation Plan – 20 pts**
* Describe the capacity of the HDO to expedite the development. Indicate what strategies will be used to identify properties.

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* Provide a detailed timeline/schedule of development (implementation plan), including identifying project milestones. Include a sequence of activities necessary to complete the project and specific to each property. This step-by-step action plan which includes measurable, time limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The project objectives should be realistically achievable within the time frame. Timeline of project activities has to reflect a date for the properties to be acquired and leased to a service provider within 180 days of contract execution by all parties. The activities should cover each major step of the project and should include but not be limited to:
* Upon selection by the regional center the timeframe for providing a corporation resolution that authorizes the signatory to sign on behalf of and obligate the HDO.
* Provision of funding commitment letters
* Provision of evidence of property site control
* Loan closing and Property Acquisition
* Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement 10
* Provision of evidence of application to the County Tax Assessor
* Provision of final sources and uses (budget)
* Certificate of Occupancy (Notice of completion, if renovation)
* Executed, long-term lease agreement between HDO and service provider
* Executed, property management agreement
* Evidence of property insurance
* Property tax exemption, if not provided sooner
* Reconciled sources and uses of funds (budget)

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* Describe the process the HDO will implement that ensures compliance with all state and local building requirements, including without limitation the regional center’s receipt of verification that each project has received all applicable, required permits prior to the start of any demolition, construction, or renovation/rehabilitation.

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* Acknowledge that prior to securing a property, the applicant will be required to ensure that there is no other Community Care Licensed home within 300 feet of the property that is trying to be secured

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* **CRDP Property Documents – 10 pts**
* Acknowledge an understanding and commitment to adhere to all the different documentation requirements and timelines that are part of the CRDP Housing Guidelines, including:
* Restrictive Covenant
* DDS CRDP Deed of Trust
* Profit Participation Agreement or DDS Community Placement Plan Promissory Note Secured by Deed of Trust
* Lender Notices
* Order of Recordation
* Title Insurance
* Escrow Instructions

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**Appendices for the Project**

* Conflict of Interest Statement
* Cities & Zip Codes for SG/PRC
* [Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing 2017-2018](https://www.dds.ca.gov/CPP/Index.cfm)